

## **Town of Amherst    Zoning Board of Appeals    Application Requirements**

**Application Form:** Every application submitted for action by the Board of Appeals shall be made on the official application form of the Board.

Prior to filing the application, the following is also required:

1. A current (no more than 30 days old) and valid “Certified List of Abutters” from the Assessor’s office, signed by the assessor
2. Appropriate site plans, floor plans, management plans, memoranda or any other documents that the Building Commissioner or zoning staff assistant deem necessary
3. The appropriate fee - see accompanying fee schedule (Checks made payable to the Town of Amherst)

*It is the responsibility of the applicant to furnish all supporting documentation with the application.*

**Plans to accompany application:** Each application shall be accompanied by **eight (8)** sets of plans, including as applicable, site plans, floor plans, landscaping plans, parking plans, lighting plans, management plans, building elevations, etc. The Building Commissioner or zoning staff assistant shall determine the appropriate type of plans. The preferred scale for major projects is 1” = 40’.

**Site Plans:** Unless waived by the Board, all site plans shall be prepared by a Registered Engineer, Surveyor or Landscape Architect, and shall include the following:

- name of property owner, developer and name of engineer/surveyor/landscape architect or builder
- date, title and scale of plan
- separate locus map showing site location and location of buildings on surrounding properties, north arrow
- all existing lot lines, easements, rights-of-way, size of property in square feet, setback, side and rear yard dimensions as set forth in Table 3 of the Zoning Bylaw for the specific Zoning District of the property
- location and use of all existing and proposed buildings and structures, including dimensions and heights
- location and names of existing or proposed streets, curb cuts, entrances and exits, parking areas, sidewalks, loading/service areas, utility systems
- number and location of parking spaces required
- calculation of total lot area, wetlands, building coverage and total lot coverage
- location of containers and enclosures for storage and disposal of waste, recyclables and, where applicable, waste kitchen oil
- existing and proposed contours and finished grade elevations, including location and volume of significant filling or excavations
- location of all natural features, including significant watercourses, wetlands, water bodies, bedrock outcroppings, stone walls and all trees, including drip lines, of eight (8) inch diameter at breast height (DBH) or larger on the subject property. In addition, all

stone walls and trees, including drip lines, to be affected by clearing and/or construction within any portion of any public right-of-way immediately adjacent to the subject property shall also be shown,

**Management Plan:** For most special permits, the Board will require a management plan – see details on accompanying page

**Landscape plan:** Shall show proposed vegetation to be planted, including street and shade trees, shrubs and other planting. Parking lot screening, by species and type shall be detailed. Existing vegetation of note (see “Site Plan” above) and any intermittent or year-round streams, ponds or other wetlands shall also be shown.

**Building Plans:** Shall include accurate, scaled renderings of:

- Elevations, showing exterior facades indicating materials, architectural features and colors proposed
- Floor Plans with dimensions showing schematic layout, use of interior spaces and means of egress

**Lighting plan:** Shall show location and type of outdoor lighting and lighting fixtures, said lighting to be designed to minimize glare and light spillover onto adjacent properties, streets and the night sky

**Sign plan:** Shall include dimensions, color, graphics, placement, lettering, height from ground level, and any design/type of lighting accompanying the sign

In addition, the Board may require submission of the following information/plans:

- a. **Soil erosion plan**, if applicable, showing all measures proposed to prevent or reduce erosion both during and after construction
- b. **Filling of land** – as per Section 3.12 or 5.10 of the Zoning Bylaw, if applicable
- c. **Traffic Impact Statement**
- d. **Outside Consultants**

**Project Summary, Written Submissions** - It is recommended that all applications be supported by a written project summary detailing all relevant facts of the application.

Project summaries should be filed with the application, with supplementary information submitted at the public hearing or within such time that the Board of Appeals determines, which can be reviewed as part of a public meeting.

Written submissions by the public must be submitted prior to the close of the hearing.